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USDA AmeriCorps

Rural Development Training Agenda- Jackson, MS

March 24 - 29

	Sunday, March 24	
2:00 - 9:00 PM	Registration	Welcome Packets, Conference materials
6:00 - 7:15 PM	Dinner	
	Monday, March 25	
8:00 AM - 1:00 PM	Registration	Welcome Packets, Conference materials
7:00 - 8:15 AM	Breakfast	
8:30 - 8:45 AM	Welcome - Mississippi RECD State Director George E. Irvin Sr.,	Welcome to Mississippi.
8:45 - 9:00 AM	Marsha Meeks Kelly, Exec. Dir., MS Commission for National Service	Welcome from Mississippi CNS
9:00 - 9:30 AM	RHS Administrator Maureen Kennedy	Official welcome to all participants from RECD.
9:30 - 10:00 AM	Break	
10:00 - 11:00 AM	USDA Secretary Dan Glickman	Satellite teleconference from Washington
11:00 - 11:30 AM	Acting Deputy Administrator for Community Development Victor Vasquez	EZ/EC and AmeriCorps,
11:30 - 12:00 AM	USDA Administrative Issues Roundtable - Ron DeMunbrun, Sean O'Neal, David Gibson, Jim Coyle, Lloyd Wilhelm	Group responds to questions from audience regarding administrative issues.
12:00 - 1:00 PM	Lunch	Texas - USDA luncheon meeting.
1:00 - 2:30 PM	TRACK ONE - New Members (Two Sections)	• Introduction to Community Development: Values and Approaches • Community Assessment • Clues to Community Survival
1:00 - 2:30 PM	TRACK TWO - Returning Members	• Facilitation Skills
1:00 - 2:30 PM	TRACK THREE - State Contacts and Program Managers	• Administrative and Program Issues
2:30 - 2:45 PM	Break	

2:45 - 5:00 PM	TRACK ONE	Session Con't.
2:45 - 5:00 PM	TRACK TWO	Session Con't.
2:45 - 5:00 PM	TRACK THREE	Session Con't.
5:30	Dinner	Louisiana - USDA Dinner meeting.
Tuesday, March 26		
7:00 - 8:15 AM	Breakfast	Georgia/Florida - USDA Breakfast meeting
8:30 - 10:15 AM	TRACK ONE	- Understanding & Managing Change - Group Process: Theory and Skills
8:30 - 10:15 AM	TRACK TWO	Managing and Motivating Volunteers
8:30 - 10:15 AM	TRACK THREE	Administrative and Program Issues
10:15 - 10:45 AM	Break	
10:45 - 12:00 AM	TRACK ONE	Session Con't.
10:45 - 12:00 AM	TRACK TWO	Session Con't.
10:45 - 12:00 AM	TRACK THREE	Session Con't.
12:00 - 1:30 PM	Lunch	Arkansas/Illinois - USDA Luncheon meeting.
1:30 - 2:45 PM	Empowerment Zones and AmeriCorps, Dr. Rick Wetherill	EZ/EC - AmeriCorps linkages Followed by in-depth Q & A.
2:45 - 3:15 PM	Break	
3:15 - 4:15 PM	Jim Coyle and Selected AmeriCorps Members	RECD Financial Programs and AmeriCorps
5:30 PM	Dinner	Pennsylvania - USDA Dinner meeting
Wednesday, March 27		
7:00 - 8:15 AM	Breakfast	Arizona - USDA Breakfast meeting
8:30 - 10:30 AM	TRACK ONE	- Marketing and Media Relations - Conflict Management
8:30 - 10:30 AM	TRACK TWO	Leadership Development in the Community Context
8:30 - 10:15 AM	TRACK THREE	Administrative and Program Issues
10:30 - 10:50 AM	Break	
10:50 - 12:20 PM	TRACK ONE	Session Con't.
10:50 - 12:20 PM	TRACK TWO	Marketing and Media Relations Session Con't.
10:45 - 12:20 PM	TRACK THREE	Session Con't.
12:20 - 1:30 PM	Lunch	West Virginia/Virginia - USDA Luncheon Meeting

1:30 - 2:30 PM	Gleaning: A RECD AmeriCorps Opportunity. Donna Hines, Rod Atterberry	The Concept of Gleaning & Hunger Issues. How to integrate this concept into your programming. Evaluation of your situation as to possibilities.
2:30 - 3:00 PM	Break	
3:00 - 4:00 PM	Gleaning con't.	Break into State Groups to do joint program planning for Gleaning.
5:30 PM	Dinner	California - USDA Dinner Meeting
	Thursday, March 28	
7:00 - 8:15 AM	Breakfast	Oregon/Washington /Alaska- USDA Breakfast meeting
8:30 - 10:15 AM	TRACK ONE	Leadership Practices Inventory
8:30 - 10:15 AM	TRACK TWO	Strategic Planning: Troubleshooting the Process
8:30 - 10:15 AM	TRACK THREE	TBA
10:15 - 10:45 AM	Break	
10:45 - 12:00 AM	TRACK ONE	Session Con't.
10:45 - 12:00 AM	TRACK TWO	Session Con't.
10:45 - 12:00 AM	TRACK THREE	TBA
12:00 - 1:30 PM	Lunch	Kentucky - USDA Luncheon meeting
1:30 - 2:30 PM	Quarterly Reporting. Joel Berg	Learn the ins and outs of successful reporting. Review of 2nd Qtr. reports and 97 renewals.
2:30 - 3:00	Break	
3:00 - 4:00 PM	Quarterly Reporting - con't.	Meeting in state groups with State Contact, review and update site objectives.
5:30 PM	Dinner	New Mexico - USDA Dinner meeting
	Friday, March 29	
7:00 - 8:15 AM	Breakfast	North & South Carolina - USDA Breakfast meeting
8:30 - 10:15 AM	TRACK ONE	Strategic Planning
8:30 - 10:15 AM	TRACK TWO	Project Management
10:15 - 10:45 AM	Break	
10:45 - 12:00 AM	TRACK ONE	Session Con't.
10:45 - 12:00 AM	TRACK TWO	Session Con't.
12:00 - 12:15 PM	Joel Berg	Session Wrap Up
12:15 - 1:30 PM	Lunch	Mississippi - USDA Luncheon meeting.

Martha

Steph

UNITED STATES DEPARTMENT OF AGRICULTURE - FARMERS HOME ADMINISTRATION

Form FmHA 2030-8
(Rev. 7-90)

FACSIMILE TRANSMISSION

Check box for:
SECURE ☐
FAX ☐
TRANSMISSION

DATE: 1/23/96

SUBJECT: Ameri Corps

TO:

FARMERS HOME ADMINISTRATION

STATE

Attention

Paul Burg

Receiving Agency or Organization if other than FmHA:

AMERI CORPS

Facsimile Telephone Number

FTS () Commercial () 720-4614

Telephone Number of Recipient

FTS () Commercial () 720-5746

FROM:

Name of Sender

Susan M. Wilson

Division

HRDTS FmHA-USDA

Room Number

1st Floor, School Street

Telephone Number

FAX 202/ 245-5034

FTS (X) Commercial (X) (202) 245-5513

COMMENTS

Authorized By: (Division Director or Branch Chief)

Susan M. Wilson

Training and Conference Coordinator

Transmission Completed By:

No. of Pages (Incl. this sheet)

*After the transmission has been completed, the original will be returned to the sender by interoffice mail unless other instructions are given in the comment section above.

FmHA 2030-8 (Rev. 7-6

*U.S. GPO: 1980-734-008/211

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PRESERVATION

RBS - AmeriCorps

FAXDate 01/16/96

Number of pages including cover sheet: _____

To:

Joel Berg

Phone: _____

Fax phone: _____

CC: _____

From:

David Gibson

Phone: 715-345-7676

Fax phone: 715-345-7669

REMARKS:☒ Urgent☐ For your review☐ Reply ASAP☐ Please comment

Due to pressure on the training contractor from other institutions, I released the February dates. The new target date is the week of March 25.

In your discussions with Jill, please try to work into the conversation the fact that I do not have an administrative budget for this program. It is currently supported by my state office. Jim is also without an administrative budget and cannot travel. We do not even have an allocation to attend the training. This may leak over into a discussion of where the RECD program should be located.

The consultant, Vicki Luther of the Heartland Institute, is in DC this week for meetings at the Aspin Institute regarding evaluation of EZ/EC's. This work is supported by USDA, the Ford Foundation, and others. I have asked her to be sure they include the impact of AmeriCorps as a catalyst for successful change in EZ/ECs. Many of the successful projects reported in the EZ/EC newsletter are the results of AmeriCorps Member efforts, but AmeriCorps is never mentioned. I would like the authors to address, based on their study, what the future role of AmeriCorps should be in EZ/EC's, and to define a profile of the kind of Member that tends to maximize success, e.g. high technical knowledge vs. personal skills. This will help in future recruitment/selection efforts.

Alexander *mandating Shuttle*
and J. J. Noon

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PRESERVATION



DRAFT

125
19
4

SUBJECT: Training for AmeriCorp

United States
Department of
Agriculture

Rural Housing and
Community Development
Service

Washington, D.C. 20250

TO: Inga Smulkstys
Executive Assistant
to the Under Secretary

FROM: Neil A. Storms *Neil* 1/3/96
Director
Human Resource Training Division

305

- 2219

As requested by the Under Secretary, I have spoken with Mr. David Gibson concerning his request to hold training for 125 AmeriCorps members, 19 state contacts, and selected national staff during the month of February. He has estimated that this training will require approximately \$200,000. Members of the Training Division have evaluated his figures and are in general agreement concerning the cost.

Even though most of the attendees will travel within the region, with many using ground transportation to the training site rather than airlines, our best estimate is that travel, meals and incidental expenses will require \$120,000-149,000 depending on the site. (Jackson, Mississippi is the least expensive; St. Louis the most expensive.) At this late date, possible scheduling conflicts may not allow us to select the least expensive site.

Four trainers, under contract, have been employed to prepare the training materials and to conduct the courses. Total cost for their work, including the preparation of course materials, is \$18,000 for the five days of training. We do not know how much preliminary work they have done. However, the charge does not appear unreasonable.

There will also be charges from the hotel for the rental of screens, slide projectors, overhead projectors, breakout rooms, and other incidentals. Experience indicates that a charge of \$10,000 for a five day training course is to be expected.

John Holsten

Duplication of training materials for 150 trainees will add approximately \$4000.

730-9736

Travel for the four trainers plus travel for four representatives from the National Office will add an additional \$8000.00.

Therefore, depending on the site, this training will cost at least \$160,000 and possibly \$189,000. Of course, Mr. Gibson can only bill for actual expenditures. Even if \$200,000 is authorized, he will only spend what is actually obligated.

DRAFT



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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

DECISION MEMORANDUM FOR THE DEPUTY SECRETARY

THROUGH: Jill Long Thompson
Under Secretary
Rural Economic and Community Development

FROM: Neil A. Storms *Neil A. Storms*
Director
Human Resources Training Division

SUBJECT: 1996 Rural Business Service (RBS) & Rural Housing
Service (RHS) AmeriCorps Member National Meeting &
Training Conference

ISSUE:

On July 7, 1995, the Secretary issued a memorandum on off-site meetings, conferences, training sessions, ceremonies, and contracting for advisory and assistance services. The RBS & RHS are requesting approval for the 1996 AmeriCorps Member National Meeting & Training Conference.

BACKGROUND:

The objective of the conference is to instruct the FY-96 AmeriCorps Members and State Contacts in community development principles, theories, methods, and practices. The course material will be specifically designed to concentrate on those areas of rural development expertise that will be most useful to the Members. This information will be presented in classroom and interactive group settings.

Similar training provided to last year's members provided a significant boost to the program by helping Members magnify both the quality and quantity of service provided to rural communities. Both AmeriCorps Members and Rural Economic and Community Development (RECD) staff alike have repeatedly described last year's national training conference as the single greatest tool that ensured the success of last year's program. Perhaps most importantly, last year's training, as we expect this year's, will allow all Members to meet together to exchange ideas, learn from each others' strategies, and work together as friends and colleagues as part of the national movement, called AmeriCorps, that is changing the civic ethic of the country.

AN EQUAL OPPORTUNITY EMPLOYER

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PRESERVATION

This team-building across regional divisions could not be accomplished through teleconferences or regional/local training programs. The Corporation for National Service (CNS), the Federal Agency designed by President Clinton to oversee the AmeriCorps program, has had serious concerns about the isolation of our individually-placed Members. The CNS views this national training as a critical way of addressing that concern. Moreover, the National and Community Service Act of 1993, which authorizes AmeriCorps, requires that all AmeriCorps Members receive extensive, substantive training in their field of service. A national training meeting is the most cost-effective way to meet this statutory requirement of the program.

The training will prepare the Members for the work situations they will encounter when they return home to their communities and sponsoring agencies. Members will receive 31 hours of training in USDA and CNS policies, community development philosophy and approaches, community analysis and assessment, understanding and managing change, group process dynamics and skills, conflict resolution, identification and development of leaders, and strategic planning for communities.

In addition, those Members returning for their second year will receive advanced training which will include facilitation skills, managing and motivating volunteers, community leadership development, strategic planning implementation, and project management.

The budgeted amount of \$200,000 will cover:

- . All travel and per diem costs for the 125 Members and State Contact attendees
- . All costs related to the training conference and materials.

Approximately five National Office employees will attend with their costs being charged to their individual agencies.

Although the location has not yet been determined, the most likely location will be in a moderately-priced hotel in the Mississippi Delta or Appalachia.

The attached memorandum, which explains the conference in greater detail, has been sent through both Dayton Watkins and Maureen Kennedy.

If there are any questions or concerns, please contact Neil A. Storms, Director, Human Resources Training Division, on 245-5507.

Dussum Wilson

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RECOMMENDATIONS:

That the 1996 RBS & RHS AmeriCorps Member National Meeting & Training Conference be approved.

DECISION BY THE DEPUTY SECRETARY:

Approve _____

Disapprove _____

Discuss with me _____

Date _____

Reviewed by _____

Attachment

Handwritten:
1/5/96
1/5/96

Fax Cover Page

SUBJECT:

Attached is a request regarding RBS AmeriCorps
Administrative travel.

David M. Gibson
From Victor Vasquez
Phone (703) 799-1423
FAX (703) 799-1228
JOEL - FYI
Dave

To: Victor Vasquez

From: David M. Gibson

For information Call: 715-345-7676

At: RECD

Pages: 4

My Fax Number: 715-345-7669

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DEC-27-1995 12:48

FROM EZ EC TEAM

TO

917037991228 P.02



United States
Department of
Agriculture

Rural Economic
and Community
Development Services

6040 Kramling Court
Stevens Point, WI 54481
(715) 341-0025
TDD (715) 341-0341
FAX (715) 341-4095

TO: Alvin Brown - Deputy Administrator

SUBJECT: 1996 RBCDS AmeriCorps Travel Budget/Albuquerque, NM Training

DATE: December 27, 1995

On November 22 I submitted the administrative budget below for your consideration. As we are progressing into the program year, it is becoming increasingly necessary to begin travel. This will require a budget for the AmeriCorps program. I welcome any discussion regarding this request. For your approval, the chart below outlines a proposed budget for the 1996 RDS AmeriCorps Administrative costs.

1996 RBS AmeriCorps Administrative Budget

Category	Description	Amount
Travel and expense to date	To DC and back for Virgin Islands Relief	1 \$ 1,228
Estimated December - September Travel and Expense to DC	Based on 5 days each. Airfare @ \$700, Per Diem @ \$38, Lodging @ \$113, Misc. @ \$60.	5 \$ 7,800
Estimated December - September Travel and Expense to AmeriCorps Sites.	Based on 5 days per trip. Airfare @ \$600, Per Diem @ \$32, and Lodging @ \$70, Vehicle rental and fuel @ \$200, Misc. @ \$50.	5 \$ 6,800
Total for 1996		\$15,828

1996 RBS AmeriCorps Administrative Budget

☐ APPROVED

☒ DISAPPROVED

DATE:

Alvin Brown - Deputy Administrator
Rural Business and Cooperative Development Service

[Signature] Victor Vasquez 12/27/95

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-This budget is disapproved until we receive a final budget for RBS - and the EZ/EC office. I cannot approve any request until we receive the total budget figures for travel. If you have any questions I can be reached at (703) 799-1423 Thank You

ECM Pg. 02/03

-->12027204614

RCDSD

12/28/95 10:10am 715 341 4095

DEC-27-1995 12:48 FROM EZ EC TEAM

TO

917037991228 P.03

Also for your approval, I am requesting permission to travel to Albuquerque, NM to attend a USDA/RECD AmeriCorps training. My November 22 memo requested travel to Durango, CO, but that meeting was rescheduled for January 11-13. The USDA meeting sponsors have again requested my attendance at this training. My responsibilities would include: 1) providing USDA administrative training and addressing policy questions regarding implementation of the Departmental program and cross-cultural issues, and 2) training and discussing, with RECD/RBCDS AmeriCorps Members, their roles and responsibilities in implementation of E2/EC AmeriCorps Objectives. There may be some local travel to RRS AmeriCorps sites.

The Four Corners region had some very good results last year, but consistently was our most problematic area. I had to visit the region in October of 1994, and fielded problems all during the 1995. It is hoped that this early opportunity to orient all Members in the region will preclude a replay of last year, and get our Members off to a much stronger start. Besides E2/EC's, RECD work on Indian Reservations in the Four Corners is extremely important and will also be a topic of discussion.

Albuquerque, NM USDA AmeriCorps Training - Travel Costs

Travel to Albuquerque, NM for USDA/RECD.	Airfare @ \$431, 3 days Lodging = \$183, Transportation = \$66, Four days Per Diem = \$136, Misc. = \$50.	\$866
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Attendance at 4-Corners Training

☐ APPROVED

☒ DISAPPROVED

DATE: _____

Alvin Brown - Deputy Administrator
Rural Business and Cooperative Development Service

[Signature]
Thank you for any and all consideration.

David Gibson
RRS AmeriCorps

cc: Victor Vasquez

Victor Vasquez 12/27/95
Can not be approved at this time due to a lack of final budget figures for travel.

Hotel Search for AmeriCorps Training, March 25-29, 1996

LEXINGTON, KENTUCKY: No hotels were available

NASHVILLE, TENNESSEE: No hotels were available

JACKSON, MISSISSIPPI: Only 1 hotel of 4 solicited was available, Holiday Inn Southwest

OPTION 1: If all participants pay full per diem rate of \$53 for lodging and \$28 for meals:

Lodging:	$\$53 \times 150 \text{ attendees} \times 5 \text{ days} =$	\$39,750
Meals:	$\$28 \times 150 \text{ attendees} \times 5 \text{ days} =$	\$22,500
TOTAL:		\$62,250

OPTION 2: The AmeriCorps members double-up, resulting in 62 rooms, the 25 remaining USDA attendees and facilitators have single rooms, and PAY lodging and meals by Government Purchase Order to avoid paying taxes:

Lodging:	$\$58.37 \times 62 \text{ (124 AmeriCorps members)} \times 5 \text{ days} =$	\$18,094.70
	$\$48.37 \times 25 \text{ attendees} \times 5 \text{ days} =$	\$ 6,046.25
Meals:	$\$25 \times 150 \text{ attendees} \times 5 \text{ days} =$	\$18,750.00
TOTAL:		\$42,891.95

TOTAL ESTIMATED SAVINGS FOR LODGING AND MEALS IS APPROXIMATELY	\$19,359.00
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Plus additional savings as Hotel offers complimentary Airport shuttle transportation



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

January 24, 1994

Informational Memorandum for the Under Secretary

From: Joel Berg, Director of National Service, USDA JB

Subject: Final Approval of RECD AmeriCorps Training

I am pleased to report that, having worked closely with the RECD training and travel staffs to cut costs at every turn, we will be able to meet your request to bring costs for the RECD AmeriCorps training below \$1,000 per head.

A decision memorandum for the Deputy Secretary requesting approval for the training is attached. I would also like to extended an invitation to you to be the keynote speaker at any time during the training.

To be held in Jackson, Mississippi, March 25-29, the training should now cost a total of \$137,000 for the 148 people (125 AmeriCorps Members, 19 state contacts, and four national staff) --- at an average cost of \$925 per person.

We have been able to reduce costs this much by taking the following steps:

- 1) By doubling-up AmeriCorps Members in rooms and by catering all meals for Members and staff instead of paying per diem, we will save an estimated \$19,000.
- 2) By choosing a hotel with a airport shuttle, we will minimize spending on taxis and ground transportation.
- 3) By printing materials in Washington and shipping them to Jackson, we will save a few thousand dollars.

Unfortunately, we would have no way of legally guaranteeing Federal payment for "super saver" flights without asking AmeriCorps Members (earning only \$12,000 stipends) to incur personal financial liability in the event of cancellations; thus, saving a great amount of money on airfare is not a viable option.

I am confident that we have found every available way to minimize costs. I thank you again for your attention to this matter.



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

January 24, 1996

DECISION MEMORANDUM FOR THE DEPUTY SECRETARY

THROUGH: Jill Long Thompson
Under Secretary, Rural Economic and Community Development

FROM: Joel Berg **JB**
Director of National Service

SUBJECT: **Request for Approval of 1996 RECD AmeriCorps Training Conference**

Pursuant to the Secretary's memorandum regarding offsite training with a cost in excess of \$25,000, the Rural Business-Cooperative Service and Rural Housing Service requests you to approve spending of \$137,000 for the 1996 RECD AmeriCorps training conference described below. Funds for this purpose have been previously set-aside from FY95 RECD funds -- a process approved by the USDA Office of General Counsel.

CONFERENCE TITLE: RECD/AmeriCorps National Member Training

OBJECTIVE: The objective of the conference is to instruct the FY96 RECD AmeriCorps Members and State Contacts in community development principles, theories, methods, and practices. The course material will be specifically designed to concentrate on those areas of rural development expertise that will be most useful to the Members. This information will be presented in classroom- and interactive group settings.

Similar training provided to last year's RECD-sponsored AmeriCorps Members provided a significant boost to the program by helping Members magnify both the quality and quantity of service provided to rural communities. Both AmeriCorps Members and RECD staff alike have repeatedly described last year's national training conference as the single greatest tool that ensured the success of last year's program. Perhaps most importantly, last year's training (as we expect will this year's) allowed all our Members to meet together to exchange ideas, learn from each others' strategies, and bond together as friends and colleagues as part of the national movement, called AmeriCorps, that is changing the civic ethic of the country.

This team-building across regional divisions could not possibly be accomplished through teleconferences or regional/local training programs. The Corporation for National Service (CNS), the Federal agency designated by President Clinton to oversee the AmeriCorps program, has had serious concerns about the isolation of our individually-placed Members. The CNS views this national training as a critical way of addressing that concern. Moreover, the National and Community Service Act of 1993 which authorizes AmeriCorps requires that all AmeriCorps Members receive extensive, substantive training in their field of service. An RECD national training is the most cost-effective way to meet this statutory requirement of the program.

DESCRIPTION: The training will prepare the Members for the work situations they encounter when they return home to their communities and sponsoring agencies. Members will receive 31 hours of training in USDA and CNS policies, community development philosophy and approaches, community analysis and assessment, understanding and managing change, group process dynamics and skills, conflict resolution, identification and development of leaders, and strategic planning for communities. In addition, those Members returning for their second year with RECD AmeriCorps will receive advanced training which will include facilitation skills, managing and motivating volunteers, community leadership development, strategic planning implementation, and project management.

The conference attendees will thereby gain a practical, working knowledge in the application of a variety of community development methodologies and techniques, and, as part of their "homework" for the week, will complete plans for specific activities they will undertake when they return. In addition, they will leave with a much greater understanding of the USDA/RECD mission, especially as it relates to the implementation of the EZ/EC initiative. This course of study and its practical application simulations will allow Members and State Contacts to work more effectively in furthering Departmental, Agency, and CNS goals.

A large, centralized training conference, such as the one proposed, is essential to the success of the RECD AmeriCorps program. In addition to the training received, it is the single opportunity during the year to bring the necessarily dispersed Members into one setting. In the brief time allotted, the team building, the sharing of knowledge, experiences and frustrations, and the experience of being together for a week is the best way to engender the spirit, focus, and motivation in each Member to represent the RECD and AmeriCorps in exemplary fashion.

ELIGIBILITY: All AmeriCorps Members working under the auspices of RBS and RHS, and State Contacts in the following states: AK, AR, AZ, CA, FL, GA, IL, KY, LA, MS, NC, NM, OR, PA, SC, TX, VA, WA, WV. In addition, there will be a limited number of slots available for selected FS and NARCS attendees and for the USDA Regional Facilitator for the Four Corners region - all at their Agencies' cost. These attendees will be approved by Dave Gibson (the RBS National Coordinator).

COST: The budgeted amount of \$137,000 will cover:

- o all travel and lodging costs for the 125 Member, 19 State Contact, and 4 National Office staff Attendees, and
- o all costs related to the training contractors and materials.

Approximately five (5) National Office personnel will attend this training at their own cost.

COST SAVINGS: By cutting costs wherever possible, the RECD has significantly reduced the original estimated cost of \$200,000. The specific training funds requested will now be less than \$1,000 per person; estimated per person cost is \$925.

The following steps will be taken to reduce costs:

- o AmeriCorps Members will “double-up” in their hotel rooms and all meals will be catered instead of paying the Members the usual per diem. Estimated savings: \$19,000.
- o Ground transportation and taxi charges will be minimized by choosing a hotel with airport shuttle service.
- o All materials will be printed in Washington and shipped to the conference site, eliminating Xerox costs. Estimated savings: \$8,000.

Unfortunately, we have no way of guaranteeing Federal payment for “Super Saver” flights without asking AmeriCorps Members (earning only \$12,000 annually) to incur personal financial liability in the event of cancellations, so we do not anticipate significant savings to be realized on airfare.

DATES: March 25 through March 29, 1996.

LOCATION: Jackson, Mississippi.

RECOMMENDATION:

I recommend that the Deputy Secretary approve this training.

DECISION BY THE DEPUTY SECRETARY:

Approve _____

Disapprove _____

Discuss with me _____

Date _____

Reviewed by _____

Filename: ALVN.DOC
Directory: C:\WINWORD\AMCORP\BROWN
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Subject:
Author: Gateway Authorized Customer
Keywords:
Comments:
Creation Date: 11/20/95 2:58 PM
Revision Number: 3
Last Saved On: 12/26/95 4:26 PM
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Total Editing Time: 124 Minutes
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As of Last Complete Printing
Number of Pages: 2
Number of Words: 404 (approx.)
Number of Characters: 2,306 (approx.)

TO: Alvin Brown - Deputy Administrator
SUBJECT: 1996 RBCDS AmeriCorps Travel Budget/Albuquerque, NM Training -
Second Request
DATE: December 26, 1995

For your approval, the chart below outlines a proposed budget for the 1996 RBS AmeriCorps Administrative costs.

1996 RBCDS Administrative Budget

Category	Description	#	Amount
Travel and expense to date	To DC and back for Virgin Islands Hurricane Disaster Relief.	1	\$ 1,228
Estimated December - September Travel and Expense to DC	Based on 5 days each. Airfare @ \$700, Per Diem @ \$38, Lodging @ \$113, Misc. @ \$60.	5	\$ 7,800
Estimated December - September Travel and Expense to AmeriCorps Sites.	Based on 5 days per trip. Airfare @ \$600, Per Diem @ \$32, and Lodging @ \$70, Vehicle renting and fuel @ \$200, Misc. @ \$50.	5	\$ 6,800
Total for 1996			\$15,828

1996 RBS AmeriCorps Administrative Budget

☐ APPROVED
☐ DISAPPROVED

DATE:

Alvin Brown - Deputy Administrator
Rural Business and Cooperative Development Service

As for your approval, I am requesting permission to travel to Albuquerque, NM to attend a USDA/RECD AmeriCorps training. The previous meeting in Durango, CO was rescheduled for January 11-13. The meeting sponsors have again requested my attendance at this training. My responsibilities include; 1) providing USDA administrative training and addressing policy questions regarding implementation of the Departmental program, and 2) training and discussing, with RECD/RBCDS AmeriCorps Members, their roles and responsibilities in implementation of EZ/EC AmeriCorps Objectives.

The Four Corners region had some very good results last year, but consistently was our most problematic area. I had to visit the region in October of last year, and fielded problems all during the 1995. It is hoped that this early opportunity to orient all Members in the region will preclude a replay of last year, and get our Members off to a much stronger start. Besides EZ EC's, RECD work on Indian Reservations in the Four Corners is extremely important and will also be a topic of discussion. Thank you for your consideration.

Albuquerque, NM USDA AmeriCorps Training -- Travel Costs

Travel to Albuquerque, NM for USDA/RECD training of AmeriCorps Members for the entire Four Corners Area.	Airfare @ \$431, 3 days Lodging = \$163, Transportation = \$66, Four days Per Diem = \$136, Misc. = \$50.	\$688
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Attendance at 4-Corners Training

- ☐ APPROVED
- ☐ DISAPPROVED

DATE: _____

Alvin Brown - Deputy Administrator
Rural Business and Cooperative Development Service

Thank you for any and all consideration.

David Gibson
RBS AmeriCorps

cc: Victor Vasquez
Joel Berg

USDA AmeriCorps

Rural Development Training

March 19 - 24

Tentative Agenda

Sunday, March 19		
2:00 - 9:00 PM	Registration	Welcome Packets, Conference materials
6:30 - 10:00 PM	Hospitality Suite	Snacks, Greeting.
Monday, March 20		
8:00 AM - 1:00 PM	Registration	
9:00 - 9:15 AM	Welcome - Joel Berg	Official welcome to all participants from USDA.
10:00 10:15 - 9:25 AM	Introduction to Week - D. Gibson	Discussion of goals to be obtained from the training.
Noon 9:25 - 10:00 AM	Administrator's Greeting	Dayton Watkins, Wilbur Peer, Maureen Kennedy, Michael Dunn
10:00 - 10:30 AM	Meg McGuire - CNS	AmeriCorps from the Corporation's perspective; Expectations; structure of AmeriCorps; Administrative issues; Objectives and reporting.
10:30 - 10:45 AM	Break	
10:45 - 11:15 AM Need another 30 min.?	USDA - Joel Berg, Katherine Gibney	History of Service, FDR's New Deal, de Toqueville, Great Society, Peace Corps, Vista, etc.; Set out the USDA's AmeriCorps vision, structure, and function. Writing objectives and reports; Discuss Member's role and expectations; Media relations; Future of program.

11:15 - 11:30 AM	RBCDS - Gibson/Reid	AmeriCorps members and RBCDS; roles and expectations. Future of program.
11:30 - 11:45 AM	RHCDS - Coyle/Pentecost	AmeriCorps members and RHCDS; roles and expectations. Future of program.
11:45 - 12:00 PM	Forest Service - TBA	AmeriCorps members and RS; roles and expectations. Future of program.
12:00 - 12:15 PM	Soil Conservation Service - TBA	AmeriCorps members and SCS; roles and expectations. Future of program.
12:15 - 12:30 PM	ASCS - TBA	ASCS role in AmeriCorps; Regional facilitators role.
12:30 - 1:30 PM	Lunch Break	
1:30 - 2:30 PM	USDA Administrative Issues Roundtable - Ron DeMunbrun, Berg, Gibney, Gibson, Coyle, FS, SCS	Ron to explain and clarify USDA administrative issues; Group answers questions from audience.
2:30 - 3:15 PM <i>Mary Jordan</i>	Internet - Norm Reid	Introduce Members to Internet concept; Practical applications for agency and community use; Connectivity and login; Cybersurfing.
3:15 - 3:30 PM	Networking Break	<i>Gopher</i>
3:30 - 4:15 PM	EZ/EC - Rick Wetherill	History and purpose of EZ/EC; Designation; Community Service Plans and AmeriCorps; Opportunities and issues.
4:15 - 4:30 PM	Summation - David Gibson	Summation of day; Answering questions; Next day's schedule; Housekeeping.
4:30 PM	End of Day, Evening on your own.	

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Tuesday, March 21		
9:00 - 10:15 AM	Welcome & Orientation	Getting Acquainted.
10:15 - 10:30 AM	Break	
10:30 - 12:00 PM	Community Development Philosophy and Approaches	Learn definitions of community development; Review community development roles relevant to development professionals; Study approaches to community development and major, current models.
12:00 - 1:00 PM	Lunch	
1:00 - 2:15 PM	Community Analysis and Assessment	Review of method of information collection; Share information about community assessment and analysis.
2:15 - 2:30 PM	Break	
2:30 - 4:00 PM	Community Analysis and Assessment	Continued..
4:00 - 7:00 PM	Free Time, dinner	
7:00 - 9:00 PM	Case Study Teams	

Wednesday, March 22		
9:00 - 10:15 AM	Understanding & Managing Change	Review three elements of fundamental change; Practice exercises on dealing with change; Review futurists observations on change; Resistance to change; Analyze community readiness for change; Using 20 Clues to Rural Community Survival; Applying techniques to challenges facing small retailers; Improving interpersonal communication.
10:15 - 10:30 AM	Break	
10:30 - 12:00 PM	Marketing the Process <i>Vivian Suther</i>	Effective strategies for marketing community development processes and projects; Press releases, PSA's, and agendas.
12:00 - 1:00 PM	Lunch <i>402-474</i>	
1:00 - 2:15 PM	Group Process Skills <i>7667</i>	The four stages of group development and research findings on roles in groups; Analyze and diagnose group problems; Characteristics of effective groups; Six major group process tools; Focus groups, nominal group process and force field analysis techniques.
2:15 - 2:30 PM	Break	
2:30 - 4:00 PM	Group Process Skills	Continued..
4:00 PM	End of Day, Dinner on own.	

Thursday, March 23		
9:00 - 10:15 AM	Conflict Management	
10:15 - 10:30 AM	Break	
10:30 - 12:00 PM	Conflict Management	Continued
12:00 - 1:00 PM	Lunch	
1:00 - 2:15 PM	Identifying & Developing Leaders	Today's leaders; 5 leadership characteristics; Personal leadership assessment; Challenges unique to community leadership; Recruiting and motivating community leaders.
2:15 - 2:30 PM	Break	
2:30 - 4:00 PM	Identifying & Developing Leaders..	Continued
4:00 PM	Break for Dinner	
7:00 - 9:00 PM	Designing Leadership Workshops	Designing and promoting a leadership workshop.
Friday, March 24		
9:00 - 10:15 AM	Skills for Strategic Planning	The six steps in strategic planning; Application in a case study; Community visioning techniques; The three key questions for action planning; Applying the strategic planning model; Five guidelines for effective networking.
10:15 - 10:30 AM	Break	
10:30 - 12:00 PM	Skills for Strategic Planning	continued..
12:00 - 1:00 PM	Lunch	
1:00 - 3:00 PM	Planning for Back Home	Develop an action plan and networking strategy. Meeting in state groups with State Contact, review and update site objectives.
3:00 PM	Review and Adjourn	

44 /